



California Emergency Management Agency's Exercise and Evaluation Program (HSEEP) Training Course for Responders (CA-002-COMM)

The Homeland Security Exercise and Evaluation Program (HSEEP) Training Course is an intermediate-level training course that incorporates the HSEEP Toolkit while using the HSEEP methodology. Throughout the course, participants will learn about topics including exercise conduct, program management, design & development, evaluation, and improvement planning. The course will walk participants through the toolkit with an emphasis placed on creating a tabletop exercise (TTX). The HSEEP Training Course is an interactive course that allows participants to share personal lessons learned and best practices while gaining practical experience. In addition to the instructor-led course presentations, the course includes small group activities, videos, group discussions, the HSEEP Toolkit and capabilities-based planning (e.g., Target Capabilities List and Universal Task List). This blended approach will give participants hands-on experience that readily translates to real-world exercise responsibilities. Activities include creating exercise documentation, conducting exercise planning conferences and briefings, and practicing exercise evaluation.

2010 Courses

March 8-11	Bakersfield
April 5-8	Sacramento
June 7-10	Redding
September 13-16	San Francisco
October 18-21	Los Angeles

2011 Courses*

January	Sacramento
March	Orange/San Diego
April	Monterey
June	Fresno

*Dates to be published six months in advance of course

WHO SHOULD ATTEND?

Federal, State, Tribal, local, and private sector emergency management staff having responsibility for developing and conducting training exercises, emphasizing exercise planning teams. The California HSEEP course, as well as the DHS HSEEP course, satisfies the prerequisites for attending CSTI's Enhanced Exercise Design Course and the FEMA Emergency Management Institute's, Master Exercise Practitioner Program (MEPP) series.

Why HSEEP Training?

A critical part of the emergency management process involves preparing to operate in an effective and efficient manner during an emergency. This course provides education, develops skills and provides practical experiences that will enable one to plan, design, conduct and evaluate an emergency management exercise.

The core content curriculum (32-hours, nine modules) is up-to-date, thorough, informative and provides practical application training on the HSEEP Toolkit and exercise development.

Subjects Covered Include

- 1) Exercise Program Management
- 2) Exercise Design and Development
- 3) Develop, Conduct and Evaluate a Discussion Based Exercise, Tabletop and Functional Exercise
- 4) Develop the After Action Report/Improvement Plan

All participants receive a ***Student Manual and Workbook***, including text, Power Points from the presentations, which form the basis of this course. The Student Manual also includes a course CD, fact sheets, and important references and resources. Its purpose is to serve as a useful reference guide for participants long after they have taken the course. For additional course information, please contact:

[**cahseep@ohs.ca.gov**](mailto:cahseep@ohs.ca.gov)

For funding/authorization please utilize your organization's Homeland Security grant request process.